504 Help Wanted Office-Clerical

CLERICAL POSITION, full-time for motivated professional. Phone answering & typing a must. Southfield area. Call for interview. 827-7756

CLERICAL POSITION-Typing, filing, phone, light bookkeeping. Apply in person:12700 Merriman, Livonia, between Plymouth and Schoolcraft.

CLERICAL POSITION
Specialty steel company has a position open in its shipping department for advancement. Position will require accurate typing skills, good organizational skills & general office experience. Apply only in person 26555 Fullerton, Redford, 48239

CLERICAL POSITION
Clerk I position open in a busy Southfield and Lathrup Village office. The qualified individual will have at least 2 yrs office experience, some bookkeeping background & type 45WPM. Property management/real estate knowledge helpful. IBM computer experience preferred. Call between 10-3pm. 355-4000

CLERICAL PROS

We have many long term assignments with large corporations in Livonia, Garden City & Troy. We offer you competitive wages plus bonuses. All good office skills are needed to fill the following positions:
- Clerk Typist (45-60wpm)
- Data Entry Operators
- Receptionists (Telephone +)
- Word Processors (60wpm)

Call today for interview. Please call Marie CELESTE: Troy JUDY: Livonia 589-3360 425-5770

EMPLOYERS TEMPORARY SERVICE

CLERICAL
Troy CPA office has an opening for someone who has some experience in word processing, bookkeeping & telephone reception. Full or part time. Call Ms. Fell 649-1650

CLERK PO OPERATOR
Monsanto Chemical in Farmington Hills location needs PC graphics word processing operator for marketing staff. Aggressive & organize person with bookkeeping skills. Must enjoy refined & looking for challenge and growth potential. Nancy Bridges, 30500 Northwestern Hwy., Suite 200, Farmington Hills, MI 48018.
An Equal Opportunity Employer

CLERK TYPIST - Full & part time positions for organized person in Southfield office. Must have some office experience with excellent typing skills. Medical knowledge a plus but will work. Liberal benefits include educational, dental & life insurance & cafeteria plan. Apply by resume in confidence, stating salary requirements to: J. Barney Bridges, 30500 Northwestern Hwy., Suite 200, Farmington Hills, MI 48018.
An Equal Opportunity Employer

CLERK TYPIST - Full & part time positions for organized person in Southfield office. Must have some office experience with excellent typing skills. Medical knowledge a plus but will work. Liberal benefits include educational, dental & life insurance & cafeteria plan. Apply by resume in confidence, stating salary requirements to: J. Barney Bridges, 30500 Northwestern Hwy., Suite 200, Farmington Hills, MI 48018.
An Equal Opportunity Employer

CLERK TYPIST
Needed for Southfield CPA office. Skills required, full or part time. 352-5551

CLERK/TYPISTS
3 immediate openings for foreclosure department in rapidly expanding Farmington firm. Must have typing 50wpm & possess word processing experience. Call Linda or Debbie 540-7701.

CLERK TYPIST.
Fill small orders of pet supplies. Flexible area. Call for appointment. 10 to 6pm. 728-5300

COLLECTIONS ASSISTANT
Large diversified firm has openings for the right person to learn a unique form of in-house collections. Experienced in Clerical procedures, word processing & phone contact helpful, but willing to train. Immediate opening. Call 547-9850 ext. 69

College Students

We have temporary summer positions for:

CLERKS
TYPISTS
WORD PROCESSORS
SECRETARIES
Top pay plus merit increases.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR TEMPORARY SERVICES M/F 569-1878

COMPUTERIZED BOOKKEEPING word processing skills required for Farmington Hills law firm. Call Kathy. 626-3440

COMPUTER Operator-Programmer entry level position, afternoons. Light basic programming experience for automotive supplier, Troy area. Good references required. Send resume to: PO box 1127, Troy, Michigan, 48099

COMPUTER OPERATOR needed in Southfield. Should have computerized accounting and secretarial background. Salary negotiable. 879-6530

COPY EQUIPMENT OPERATOR
Full time opening in copy center, operating copiers, collating, assisting with mail services. Light filing and typing. Send resume to: Copy Center Dept., 36800 Schoolcraft, Livonia, MI 48154

COUNT OUR BENEFITS

- Life/Health Insurance
- Holiday Pay
- Tuition Reimbursement
- 3 Kinds Of Bonuses

Take advantage of the best benefits in town. Challenging and exciting temporary assignments are waiting for you. Choose long or short term assignments in your area.

RECEPTIONISTS
CLERK/TYPIST
SECRETARIES
WORD PROCESSORS

Farmington Hills 855-8910
Livonia 525-0330

ADIA
Personnel Services
EOE

CREDIT INVESTIGATOR
Southfield Leasing Co. needs person for Credit Investigation & general office work. Send resume to: Attention Shirley, Lot 20000 W. 12 Mile Rd., Southfield, Mich. 48074

CRT OPERATOR
Dunhams Sporting Goods seeks an experienced CRT operator to work at their Livonia distributing center. Skills required include typing experience & plus. Apply in person Mon. thru Fri. between 8-4, 38175 Archbald, between Plymouth & Schoolcraft W. of Newburgh.
No phone calls accepted
An Equal Opportunity Employer

CUSTOMER SERVICE REP
Livonia or Redford now taking applications. Knowledge in cable T.V. helpful but not necessary. Good communication skills. 35000 Capitol. 636-1313

CUSTOMER SERVICE
Livonia area manufacturer firm seeking mature & reliable individual for its Customer Service Department. Must possess good communication, typing and math skills. Accuracy a must. Reply to: Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY CLERK
Immediate opening for an experienced data entry clerk, real estate listing service. Starting pay $5/hr., excellent benefits. Reply to Box #744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Immediate full & part time positions available in our Farmington Hills office. Individuals must be based, self starter & pay close attention to detail. Accounting & typing experience helpful but not necessary. $4.50 hr. to start with 90 day review. Applications taken Mon. Thru Fri. 9am-5pm, or send resume to:
La-Z-Boy Showcase Shoppes
23350 Commerce Dr.
Farmington Hills
Attention: Office Manager
474-1341

504 Help Wanted Office-Clerical

DATA ENTRY CLERKS (22) - for large firm company in Livonia, type 45 wpm, call Linda at Uniforce.
DATA ENTRY
Experienced only need apply. Excellent pay, bonuses and benefits.
Call Karen, 9 to 5 PM. 474-8500

DATA ENTRY OPERATOR
needed for busy Southfield office. Must have previous data entry/keypunching, 10 key pad experience. Data Input Person, 132 N. Woodward, Birmingham MI. 48011

DENTAL SECRETARY - Southfield family practice. Good typing skills. Will train motivated person. Call 10AM-6PM 353-5011

DYNAMIC, fast paced insurance agency has opening for experienced commercial lines customer service rep. Candidate will have at least 2 years experience in commercial lines & a willingness to work hard for future growth. Office located in Farmington Hills. Please call Marie between noon & 4pm 553-2604

EARN AS YOU LEARN
Opportunity for good typist to train in state-of-the-art computer digital typesetting, full and part time. Confidentiality assured. Position may go quickly, act now! Send resume to G.D., 10300 N. Crooks, Clawson, MI 48017

ENTRY LEVEL POSITION - Light typing, accounting, computer. Will train. Send resume to Box #730 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ESCROW - Leasing firm in downtown Pontiac seeks aggressive Secretary to handle all phases of interest bearing escrows. Strong typing skills required. Shorthand a plus. Contact Jennifer Funding: 335-7800

ESCROW PROCESSOR needed for rapidly growing title company in Plymouth. Experience in real estate transactions & data entry helpful. Will train. 459-9616

EXECUTIVE SECRETARIES
excellent working conditions & great co workers. Dept. openings due to growth. Include people management, construction & office of the CEO. Top salaries for all positions, professionalism & strong secretarial experience mandatory. Send resume to: Secretaries PO Box 884, Bloomfield Hills, MI. 48303-0884

EXECUTIVE Assistant/Secretary
Real Estate developer seeking intelligent, ambitious person with background in office procedures, microcomputers (knowledge helpful), shorthand, writing ability and medium typing skills, and able to deal with executives and investors. Assist in property acquisitions, finance and development. $20,000 plus bonus and unlimited advancement potential. Box 653, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for advertising agency in Birmingham. Experience in Executive Word Perfect Word Processing System helpful. Excellent typing skills, including statistical typing, excellent phone skills & general office skills required. For appointment, please call Mrs. Evans 646-6200

EXECUTIVE SECRETARY
We specialize in real estate and leasing of office properties and have an immediate secretarial opening. Applicants must possess excellent typing, (65 wpm) and administrative abilities. Must be proficient with computer, (Word Processing & Lotus). Starting salary will be commensurate with experience, plus generous benefits and long-term growth opportunities. Call Deb Pitsa at 540-1050.

Executive Secretary

Excellent opportunities in the Southfield area are available immediately for professional individuals experienced in Wang word processing and shorthand. Temp to permanent position. Call Today.

ENTECH SERVICES, LTD.
Franklin Center, Southfield
354-0500

EXECUTIVE SECRETARY
for computer systems company reporting to president in sales department. Must have good organizational ability, good corporation & good grammar skills. Shorthand also required. Word processing experience a plus. Must state salary requirements. Send resume to: Epoch Software, 33506 Grand River, Farmington Hills, MI. 48024

EXECUTIVE SECRETARY
50 plus year old near north suburban technical products distributor seeks well organized non-smoking applicant with minimum 4 years word processing & shorthand experience. 15-20,000 plus profit sharing. Resume to Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Permanent part-time (3 days) for sharp & mature individual to assist president and manage small consulting & counseling office in Bloomfield. Position provides variety, challenge & opportunity for growth. Require exceptional organizational skills, quick learning, attention to details, quality and deadlines and strong typing (70 wpm-accurate-good grapha typed). Minimum 5 years experience, confident, able to initiate and work unsupervised. Salary commensurate with experience. References. Call 644-5533

EXECUTIVE - secretary for major advertising company, Panasonic Typewriter or other Memory equipment, however will train. Temporary to go permanent. Salary to $15K. 357-0034

ACCOUNTING - clerk for W. Bloomfield company, knowledge of payables, bank reconciliations, temporary to go permanent, $12,500K.

RECEPTIONIST - switchboard, for Birmingham company, Dimension, Rolm experience helpful, Temporary to go permanent, salary $12,600K

NEVER A FEE
Students register now
For summer work
Word processing taught
in our offices

UNIFORCE
S'THFD B'HAM
357-0034 646-7660

EXPERIENCED legal secretary for Birmingham law firm, please send resume to: Vandeveer, 1555 N. Woodward, Birmingham, 48011, Attn: Gene

EXPORT ADMINISTRATOR/Freight Forwarder required for small export company. Export documentation, order processing, general office. In Franklin. Flexible hours. Mrs Katz, 851-5810

EXPORT CLERK
Growing company in the fascinating world of import-export can use your experience typing and word processing skills. $18,000, good benefits include part time sharing and pension. Fee paid. Call Eleanore at 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

FILE CLERK
Full time, entry level position for person with good organization & light typing skills. Good salary & benefits. Send resume to: South Oakland Anesthesia, 26711 Woodward Ave, Huntington Woods, MI. 48070 or call Mr. Biracco 542-6656

FILE CLERK - part time, Nov. Plymouth & Brighton area. Work while the children are in school. Send resume to T. Francis, PO Box 36355, Grosse Pt. Woods, MI. 48236

FULL TIME general office person, with heavy typing experience, must be accurate. Filing and answering phones. Non Smoker. $4.50 per hour to start. Benefits after probation period. 547-4381

504 Help Wanted Office-Clerical

FRONT OFFICE
Southfield office of national pest control corporation has permanent opening for general office/receptionist position. Some PC background helpful but will train right person. Some bookkeeping.
Good working conditions
Call between 9am-4pm

Benchmark
Temporary Services
421-9200

DATA INPUT person for growing company in downtown Birmingham. $5.50/hr. to start plus benefits. Good opportunity for career minded person, some computer experience required, preferably IBM PC, non smoking office. Send resume to: Data Input Person, 132 N. Woodward, Birmingham MI. 48011

CONSUMER PRODUCTS CO. needs help in plant office. Be involved in billing, traffic, receiving, inventory and other administrative functions. Some plant office experience necessary, but enthusiastic approach to working and learning more important. Submit resume and salary history to: Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - part time, good typing skills, flexible hours. Call between 1-5pm. Tom Shea. Temp. 585-6440

GENERAL OFFICE - Seeking person for light office in Farmington firm. Send resume to: 30833 Northwestern Hwy. ste 214, Farmington, Michigan 48018. 464-7900

GENERAL OFFICE - full time. Ideal position for the right individual. Light typing & bookkeeping knowledge helpful. Call Ma Olson 569-8880

GENERAL OFFICE - for Automation distributor. Order processing, pricing, purchasing, computer data entry. Experienced only. 5 days. Benefits. 10 Mile & Grand River 476-9500

GENERAL OFFICE - Property management firm in Birmingham/Southfield area. Clerical. Resume to: Lisette. Call Ann or Carol at 647-8811.

GENERAL OFFICE
Help needed - light bookkeeping & phone answering. Mon-Fri 10-4 in Berkley area. 547-9520

GENERAL OFFICE/PART TIME
Typing, filing, 10 key adding machine, and other misc. duties. Tool & Die experience helpful. 10-15 hours per week. 422-0180.

GENERAL OFFICE - clerk, part time, for Birmingham law firm. 8am-noon, cash register experience plus a good math ability. Call 12 at Uniforce 648-8500

GENERAL OFFICE
Good math aptitude filing, misc. bookkeeping and computer experience a must. Prefer Lotus. Apply at The Golden Mushroom, Mon. thru. Fri. 12pm to 4pm 559-4250

GENERAL OFFICE - clerks - secretarial, Northwestern Firm for corporation, type 55 plus wpm., plus excellent clerical skills, must be independent workers, excellent compensation. Call Sally at Uniforce 357-0641

GENERAL OFFICE - Southfield firm offers salaried opportunity to hard worker willing to learn. Duties include typing, word processing, data entry & clerical. Experienced only. Send resume to: A.P.A.S. 17340 West Twelve Mile Road, Suite 100, Southfield, MI 48076.

GENERAL OFFICE
Entry level position available with rapidly growing company. Variety of clerical duties involved. Pleasant phone manner essential. Excellent typing skills required. Good benefits with room for advancement. Apply at: 32975 Schoolcraft Rd., E. of Farmington Rd.

IMMEDIATE EMPLOYMENT- For 1 person office; accounts payable/receivable, invoices, payroll, paddboard, telephone skills. Organization a plus. Pleasant office. Reply to: 21500 W. 10 Mile, Suite 114, Southfield, Mich. 48075

IMMEDIATE OPENINGS
Opportunities exist with fast paced & growing real estate company.
ACCOUNTS PAYABLE CLERK
ADMINISTRATIVE ASSISTANT
RECEPTIONIST
DATA ENTRY CLERK
Resumes to:
TAG, 4000 Town Center, Suite 190, Southfield MI 48075.

IMMEDIATE POSITION AVAILABLE
Farmington Hills area for experienced secretary. Must be knowledgeable in Real World Software, answering phones, typing and filing. Call for appointment and information call
PRIDE TEMPORARY SERVICE
575-9454
Not an agency, never a fee.
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INSURANCE
AGENCY CSR'S
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR or rater we can help you find a new position.
Call Ann Dell 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY needs personal lines person full time. Experience helpful.
349-2000 or 474-1810

INSURANCE AGENCY looking for clerical commercial lines person with at least 2 years experience. Redford. Call Judy 255-9350

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 476-2200

INSURANCE OFFICE
Executive seeks organized, self-motivated person with experience in life insurance office to service clients, generate computer reports and maintain files. Salary $15K - $18K. Call 458-5080 or write: P.R. Zeigler, P.O. Box 5378, Bloomfield Hills, MI 48302.

INTERIOR design firm, needs experienced purchasing agent, start immediately. Call between 10-4pm., ask for Elle 362-3050

KEYPUNCH OPERATOR
Experienced on 120, needed for small installation, full time days. N.W. area. Call Pat 573-8310

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county area.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY, experienced for probate part time position in Birmingham. Preferably Mon.-Fri. 12-5. Word processing helpful. Call JoAnn at. 646-8555

LEGAL SECRETARY
Southfield, litigation, work processing experience. Ask for Betty, Dorys 557-1688 or Evenings: 728-4740

LEGAL SECRETARY - full time for Southfield law firm. Strong typing skills required. Litigation experience necessary. Excellent benefits. Salary negotiable. Carol 358-4400

LEGAL SECRETARY - Experienced. For Defense Law Firm in Southfield. Must have word processing, transcribing and good spelling skills. 356-8590

LEGAL SECRETARY, Southfield. Salary based on experience. Fringes. Send resume to Richard B. Kessler, P.O. Box 2207, Southfield, MI 48037-2207.
All replies confidential.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
for Birmingham attorney. Previous legal & word processing experience necessary. Friendly office. Telegraph-13 Mile. Call: 645-6236

LEGAL SECRETARY
Law firm in Southfield seeking legal secretary with PI experience, excellent typing & communication skills. Salary commensurate with experience, fringe benefits.
Call Susan 353-3600

ALL FEES EMPLOYER PAID
LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For personal placement services, temporary or permanent, register now. We are THE agency for Legal Secretaries.
& Executive Secretaries
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY Trainee
Southfield law firm requires people with typing & shorthand skills for this entry level position.

LEGAL SECRETARY - Excellent dictation, word processing and organizational skills required for Plymouth office.

LEGAL SECRETARY with experience for fast paced plaintiff litigation firm. Send resume to: 30833 Northwestern Hwy. ste 214, Farmington, Michigan 48018.

LEGAL SECRETARY-For Southfield office. Legal experience 3-6 years preferred. Will require shorthand, with excellent grammar and word processing skills. Call Ann 350-3700

LEGAL SECRETARY
Part-time, afternoons. Speed, accuracy & experience required. Non-smoking office, Farmington Hills, Call Mary. 855-0969

LEGAL SECRETARY, part time, 2 or 3 days, typing & shorthand required. Salary negotiable. Resume to: Lisette. Call Ann or Carol at 647-8811.

LEGAL SECRETARY
Renaissance Center office.
Word processing experience required, typing 80 WPM. One year experience preferred. Call 259-1550

LEGAL SECRETARY for 4 member Southfield firm, relocating to Birmingham. Experience in personal injury/general litigation, shorthand, excellent typing & word processing knowledge. Call 557-4000

LEGAL SECRETARY, B. W. Oakland County Law Firm. Full time, excellent experience, strong typing and organizational skills required. Litigation experience helpful.
Call Anne or Erin 549-3880

LEGAL SECRETARY
Experience preferred. Looking for highly motivated Self-Starter for small, Bloomfield Law Firm in the Town Center in Southfield. Friendly, pleasant office. Full time, excellent surroundings. If you are career-oriented, give us a call. Law Offices of Marc A. Flatman, P.C. 313-353-4600

LEGAL SECRETARY
Work situation available for hard worker willing to learn. Duties include typing, word processing, data entry & clerical. Experienced only. Send resume to: A.P.A.S. 17340 West Twelve Mile Road, Suite 100, Southfield, MI 48076.
Sarah 540-3166

LEGAL SECRETARY
needed immediately - full or part time. Salary & benefits negotiable.
350-8420

LEGAL SECRETARY-Trainee, Southfield law firm seeks recent high school graduate with excellent clerical skills. Immediate opening. 559-8333

LEGAL SECRETARY
Southfield law office, defense only. Must have 5 years exp. Call Ann. Expertenced. Full salary & benefits.
354-0644

LEGAL SECRETARY
For Southfield personal injury firm. Legal experience necessary. Must have top notch skills. Salary commensurate with experience.

LEGAL SECRETARY/
OFFICE MGR.
20,000-$27,000
Excellent opportunity! Work independently while assisting attorney & managing office location in northern suburbs. Position requires a top notch professional with excellent office skills and secretarial experience. For more information on this & several other fee paid positions call Tina Hiatt

AMERICAN PERSONNEL 553-2444

LEGAL SECRETARIES WE NEED YOU

Personnel At law is actively seeking qualified top notch, legal secretaries. We have outstanding career opportunities in this location for your skills and experience on provoiding that perfect match between you and your new employer. Call today for a guaranteed courteous and personal approach to opportunity hunting. No fees ... ever.

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SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4162

LIVONIA
OFFICE MANAGER
Help! We need you to encourage the salesmen, make their appointments & handle the customers. We also need you to talk, type, transcribe & use terminals. This could be a major office of a national company. Salary, benefits & bonus. Reply to Box #872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY TRAINEE - part-time with possible full time in future. Good typing, dictaphone & spelling. Word processing experience helpful, but will train. Birmingham area. Lorraine 642-9590

LIGHT BOOKKEEPING & OFFICE-WORK, 5 hours a day or full time. Pay based upon experience, $4.00-$5.00 per hour to start. 588-2484

MATURE WELL Groomed person to answer phones & do light office work. Must type. Mondays Only. 8:30am - 5pm 540-3262

MEDICAL LAB in Southfield has full time openings on the afternoons & midnight shifts for medical tech. CHT or good typing skills required, medical terminology helpful. These are not temporary positions. Excellent benefits. Applicants may call 8:30am-11:00am. Mon-Fri only. 21705 Evergreen, Southfield.

MEDICAL RECEPTIONIST
$14,560
If you like a busy office and can handle a fast pace, this dental office needs you! Good typing skills and experience are the key. Fee paid. Good benefits. Call Elaenore at 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

MGM
Office Services
NEEDED
FOR NEW OFFICE
IN TROY
WORD PROCESSORS
SECRETARIES
RECEPTIONISTS
SWITCHBOARD
DATA ENTRY
- Never a Fee
- Excellent Pay
- Holiday Pay
- Comprehensive Benefits

Free Career Advancement Center
Short & Long Term Assignments
Call for appointment
MGM
Office Services
569-0900

MORTGAGE UNDERWRITER
Consumer mortgage corporation has opening for experienced mortgage loan underwriter with knowledge of FHA, VA & Conventional loans and FNMA/FHLMC guidelines. Excellent benefits & growth. 557-9400

NEEDED IMMEDIATELY!
GENERAL CLERICAL
SWITCHBOARD OPERATORS
Long & short term assignments in downtown Birmingham & Troy.
BENEFITS HO FEE
Contempra
Temporary Personnel
583-4858

NEED TRAINING FOR A JOB
Classes forming NOW.
Hands-on Training.
- Word Processing
- Keypunch
- 10 Key
FREE Placement Assistance
Call Today 354-2580

NEW AND USED CAR biller experience only. Apply in person, Livonia Chrysler, 31630 Plymouth, 30778 Plymouth Rd., Livonia. 525-5000

OFFICE CLERK
For busy Southfield law firm. Both receptionist & messenger duties are included in this job. Must be able to run a reliable, intelligent person for this full time position. Dependable auto a must. Call 559-5090

OFFICE CLERK
Light bookkeeping experience, filing & phone work in a busy Redford office. Computer experience helpful. Salary commensurate with experience & benefits. Call 835-9010.

OFFICE CLERK - part time for manufacturing company in Farmington. Typing, filing, data entry & misc duties. Need approx 3 yrs. experience. 478-0322

OFFICE HELP - Experience in payroll bookkeeping, PR relations & some typing. 37 hours per week in apartment complex in Farmington Hills. Call 11am-6pm, Mon., Tues., Wed & Fri. Ask for Evelyn. 478-0322

OFFICE HELP
Light bookkeeping and answering phones. Farmington Hills area full time. 471-5698

OFFICE HELP NEEDED for Farmington Hills service firm. $4.00 per hour plus benefits.

OFFICE MANAGER for small physical therapy office. Knowledge of billing and recptionist helpful. Good typing and organizational skills a must. Medical office experience necessary. 471-3310.

OFFICE MANAGER
For automotive sales office in Southfield. Candidate must possess ability to direct support staff, be detail oriented, able to handle a great deal of responsibility, work independently & have excellent interpersonal skills. Salary commensurate with experience. If you are looking for a challenge & are extremely conscientious & hardworking with a previous background in automotive sales. Send resume & salary requirement to: Department 707, 21001 Van Born Rd., Southfield, Michigan, 48034

ORDER ENTRY OPERATOR
With some sales experience. Attention to detail & must. System 36 a plus. Experienced with invoicing, order entry or purchase orders preferred. Days and overtime. If interested call Carol 591-9300

PACKAGERS - labelers - shipping & receiving people, work 5-7 days in Livonia & Farmington. College students & high school grads welcome. Call Sandy at Uniforce 357-0641

504 Help Wanted Office-Clerical

OFFICE MANAGER
Typing, bookkeeping, word processing, typist and receptionist. Call for appointment. 559-8898

PARALEGAL
Needed for Downtown Detroit law firm dealing in defense litigation. Strong communication & writing skills required. Familiarity with medical terminology helpful. Minimum 2 years of college education. Send resume to: MaryBeth Spallane, 3900 Penobscot Bldg., Detroit, MI. 48226

PARALEGAL - Top-Right, with high mathematical aptitude & excellent written & verbal (ability to take & over telephone) skills. Legal experience, particulary bankruptcy preferred. Word processing experience helpful, must be able to work without close supervision, to exercise discretion & to make difficult, reasonable decisions. Competitive salary, approximately $20,000 annually. Also hospitalization, dental, life insurance, long term disability. Send resume & cover letter to: Box 722 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - office, typing & word processing experience. Good telephone personality, hrs. - noon - 4:30, 5 days/week. Southfield area. 552-9450

PART-TIME Office help. Payroll, accounts payable & receivable, filing, typing & telephone. Flexible hours. Novi area. 344-2565

Part time Secretary needed at the REO Training Center. Responsible persons with pleasant personalities only need apply. Call Erin for appointment at
356-7111

PBX RECEPTIONIST
Two (2) full time positions open to work approximately 15 hours per week, must be available weekends. Shifts vary. Previous experience preferred. Apply in person, 10am-2pm, Mon.-Fri.: Kern Hospital, 21220 Dequindre, Warren.
An Equal Opportunity Employer

PERSON FRIDAY - Part time, for professional office. Experience and initiative required. Flexible hours. Birmingham. 540-3170

PERSONNEL ASSISTANT
Entry level position available in our Southfield office. Looking for sharp individual with general office abilities and personality to deal with the public. Call 353-3311 Ext. 217, or mail resume to: P.O. Box 300, Southfield, MI 48037, Attn: Bob.

PERSONNEL

Experience in sales or marketing counts with expanding firm. Strong telephone skills & interest in screening and recruiting required. Pleasant phone manner required. Call now!. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

PRIVATE SECRETARY
$18,000 PLUS
A suburban law firm offers an outstanding opportunity for you. The Sr. partner will appreciate your skills and your personality. Call 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

SOUTHFIELD AD AGENCY seeks part time Receptionist Secretary. Pleasant phone manner, light typing, filing, bookkeeping, dependable. Call Aimee or Lee 557-3510

DETROIT based service company seeks responsible individual to fill a full time Receptionist position. Excellent typing skills required. Competitive starting salary & fringe benefits. Contact Bernice Hovey or Dorothy Durie, daily for an interview.
Call 473-4900

RECEPTIONIST - high school graduate, full time. Must be pleasant & able to handle switchboard. 14 W. Long Lake Rd, Troy, Mich 48098.

RECEPTIONIST
Experienced only need apply. Good telephone skills. Non smoker. Send resume to Mrs. S., at Jobex, 19-21 Kercheval on the Hill, Detroit, 17150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST/
SECRETARY
For West Bloomfield real estate office. Need good typing, telephone voice, typing skills and some bookkeeping experience. 5 days. 8:30-4:30. WEEKENDS FREE
Ask for Bob 851-4990

RECEPTIONIST NEEDED
for part-time - mornings.
Call between 10am-4pm. 595-3886

RECEPTIONIST/SWITCHBOARD
Construction Company. 349-4943
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY needed Mon. thru Fri., noon - 5pm, for business office in Troy. Must be neat & personable. Call: 464-4525

RECEPTIONIST needed for Bloomfield Hills design firm. Mon. thru Thurs. Good phone & typing skills - A Must. Call 9am-5pm. 858-7990

RECEPTIONIST/TYPIST
Telecommunications company in Farmington Hills is seeking an experienced, reliable, mature person for professional position. Call Ms. Zinger, 489-0000, Ext. 206

504 Help Wanted Office-Clerical

RECEPTIONIST for Southfield Advertising Agency. Good telephone, typing and computer skills. Call Ms. Michel. 557-8400

RECEPTIONIST-Good phone manner, typed and organized. Busy Redford real estate office in downtown Rochester. 656-0030

RECEPTIONIST/TYPIST
for insurance Agency located in Southfield. Experience helpful but will train. Excellent salary & benefits. For appointment, 353-2200

RECEPTIONIST
Admitting, clerical & typing. 11:30 to 8 pm., Mon. thru Fri.
Ardmore Acres Hospital
18410 Farmington Rd., Livonia.

RECEPTIONIST
Southfield Leasing Co. needs Receptionist to answer phones & handle general office work. Must type 50WPM. Send resume to: Attention Shirley, LAC, 20000 W. 12 Mile Rd., Southfield, Mich. 48074

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RECEPTIONIST
Full time - Filing, typing & various office duties. Must be able to work Saturday. Some experience required. Call for appointment. Mr. Austin, Riemer Floors, Inc., Bloomfield Hills, MI.
RECEPTIONIST/SECRETARY for our rapidly expanding Southfield office. Must be flexible, have good communication skills and like variety. For more information & a personal interview, please call Trish at 626-9600

RECEPTIONISTS - Interested in working with animals? We have several openings in Farmington Hills/Livonia area. Full training provided. Must be hardworking & a self starter. Grow with us! Resumes to our personnel office. Professional Veterinary Hospital, 15555 W 10 mile, Southfield. 30375

RECEPTIONIST/SECRETARY
Birmingham Ad Agency seeks sharp, experienced, well-groomed person with excellent phone manner, typing 60wpm, typing & word processing skills. Agency experience - A Plus. Send resume & salary requirements to: P.O. Box 254, Troy, MI. 48099-0254

RECEPTIONIST
Fast paced Southfield company seeks receptionist/general office clerk with pleasant phone manner and front desk appearance. Hours are 7:30am to 4:30pm, Mon. thru Fri. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

RECEPTIONIST/TYPIST
for dynamic & fast paced financial consulting & business management firm. Must have experience, professional appearance & manner required. Type 50-60 WPM, knowledge of Word Perfect helpful. Send resume & salary history to:
Receptionist/Typist Position, 4000 Town Center, Ste. #595, Southfield, MI 48075

RECEPTIONIST/SECRETARY - progressive high tech firm in Troy is seeking a responsible individual for entry level front desk position to greet visitors, direct phone calls, complete typing routine business correspondence. Previous receptionist experience & excellent typing skills desirable. Pleasant personality a must + very pleasant office atmosphere, salary & benefit package provided. Send qualifications & salary requirements to:
Receptionist, PO Box #451, Ladyce Village, MI. 48076

RECEPTIONISTS
Entry level front office positions are available in the Southfield area. Experienced in data entry, IBM PC and switchboard necessary. Temp to permanent positions available.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-0500

RECEPTIONISTS
SWITCHBOARD
OPERATORS
Temporary assignments available for experienced Switchboard Operators and Receptionists in the Southfield area. Typing skills are a plus. Call today for an interview.
CDI TEMPORARY SERVICES, INC.
352-1005
EOE NEVER A FEE

RECEPTIONIST TYPIST for non smoking office, company paid benefits. Farmington Hills. 553-4682

RECEPTIONIST
For Southfield Beauty salon. Wed. thru Sat. No evenings.
559-0123 356-1378

RECEPTIONIST - FULL-TIME
Livonia area. Typing 50 wpm. Pleasant telephone personality. Full benefits. Personnel Call Lynda. 525-8010

RECEPTIONIST & Secretarial - 55WPM, word processing desired, professional atmosphere in prestigious Southfield CPA firm. 355-0780

504 Help Wanted Office-Clerical

RECEPTIONIST
National accounting firm located in Southfield is looking for a mature and dependable person to become our receptionist/data entry operator. No prior experience is necessary. You must be well-groomed and able to represent our professional image.
The job entails greeting our clients, answering telephones and other duties of a clerical nature. We are prepared to train you for.
If you believe you meet these requirements please contact Ms. Kathy Sheldon at 313-262-1950, ext. 170 or send your resume in confidence to: Ms. Kathy Sheldon, Grant Thornton, 26913 Northwestern Hwy., Suite 400, Southfield MI. 48034
An Equal Opportunity Employer

RECEPTIONIST
Part time needed for real estate office in Southfield. Approx 2 to 3 morning/week. Rochester call 652-3700

RECEPTIONIST for chiropractic office. Southfield area. Mon, Wed & Fri. Apply Mon thru Sat at 13962 Merriman Rd., Livonia.

RECEPTIONIST/SECRETARY for southfield mortgage corporation. Seeking well kept person with pleasant phone manner. Expected salary $1k. 356-0350

RECEPTIONIST - typists, (10) for new Livonia corporation, type 60 wpm, must like people & have good communication skills. Call Doreen at Uniforce 646-7654

RECEPTIONIST part time, must have good telephone manner, office experience necessary, Redford Veterinary Hospital, Call Nancy at 25885 W. 8 Mile, Redford, 48240.

RECEPTIONIST/CLERK TYPIST-experienced for glass company in Southfield. Good typing skills, pleasant phone manner, benefits & good pay & benefits. 353-2500

RECEPTIONIST/
TYPIST
Immediate opening. $4.50 an hour. Type 55 WPM. Send resume to:
Attention: Employee Clerk,
P.O. Box 377, Plymouth, MI. 48170

RECEPTIONIST/SECRETARY
Receptionist for busy construction company in Southfield. Good communication, word processing & typing skills are required. Good benefit package. Pay commensurate with experience & ability.
Please call 358-5215

RECEPTIONIST
Entry level position with busy Farmington Hills CPA firm. Excellent telephone manner a must. Light filing & typing, 8 type. Job plus benefits to start. Reply to: Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - needed full-time in a national corporation located in suburban area. Our ideal candidate are for a mature individual with good typing skills, general office procedure background and a pleasant presentation. Attractive starting pay plus excellent benefits and opportunity. Please contact Mrs. Hill at

RECEPTIONIST
Bright, energetic, people-person to operate busy phone system in Manufacturer's office. Training and growth potential. Send resume to Mary Grogg, between 3-5PM
ROSS TOOL CORPS
33850 Plymouth Rd., Livonia

RECORDING Secretary needed - every eve. per month for Board meetings. Downtown complex in Troy. Shorthand required. Lee 641-9070

RF FIRM/SYSTEMS INTEGRATOR
ER in high tech computer equipment seeks independent self starter for office manager position. Company is in Birmingham moving to Ann Arbor in late summer. Must have computer entry, work processing and book keeping skills along with telephone knowledge and organizational ability. Full time. Good benefits. Competitive salary. Resumes & salary requirements to: Box 451, Leitrim Rd., Farmington Hills, 48024. Write Box 451, 32615 W. 14 Mile Rd., Birmingham MI 48009. No phone calls please. Must be able to start in May.

SALES CORRESPONDENT
For automotive sales office in Southfield. Typing 60wpm, detail oriented, good organizational skills,